

Small Agency Outreach

September 24, 2007

Attendees: Goran Gustavsson, Aaron Mathes, Bob Auton, Peggy Ward, Ben Lehman, Robert Jenkins

Goals:

- **Development of a Tool-kit to help Small and Medium sized Agencies.**
 - Meeting on Wednesday, October 3rd to meet with Aviation, EDR, DMBE, and the Office of AG to identify needs, assist, and start assembly of Tool-kit.
 - Assembly of policies and documents (BIA, RA, DR, COOP) that can serve as templates
 - Inclusion of key links and publication
- **Further exploration and refinement of Resource Pool within the COV**
 - Identify **needed skill sets** such as Information Security Officers (ISO), Internal Auditors (IA), ARMICS, Risk Management, etc.
 - Identify **available resources** within the COV who possess these needed skill sets.
 - Determine mechanism for hosting this service. Current recommendation is to look under the educational umbrella (VCU?) as opposed to Executive Branch. This would be more of an entrepreneurial shared service.
 - This is a high level concept at this time.